# CITY OF RICHMOND

## Intracity Correspondence

**DATE:** February 19, 2021

**TO:** All DEC Personnel

**FROM:** Tory Maye, Deputy Director of Operations
Department of Emergency Communications

**SUBJECT: DEC PERSONNEL MEMO #21 – 4 PROMOTION/ REASSIGNMENT/ SKILLSET RELEASE/ SEPARATION**

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**PROMOTION:**

**Electronic Specialist Erich Bessey, Position #87M00000135, Code 8065** is promoted to **Technology Coordinator.** He is assigned to the **Technology Services Division.** His supervisor is **Technology Manager, John Holtz, Code 8053**.

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**REASSIGNMENT:**

**Emergency Communications Officer Valicia Hawkins, Position #87M00000073, Code 8159** will be **reassigned** from **Training Unit** to **C Platoon.** Her new supervisor is **ECAS Brittney Jones**, **Code 8038**. Effective date is February 13, 2021.

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**SKILLSET RELEASE:**

**Emergency Communications Officer Tracey Fleming, Position # 87M00000054, Code 8083** has cleared **Data Room** on **February 16, 2021.**

**SEPARATION:**

**Keanna Key, Position #87TEMP00002** **February 17, 2021**